

## Privacy Statement

When offering, and through your use of, our services, products and information in any way offered under the various plans/formulas we offer now and in the future (collectively referred to as the "**Products**") through our website, application, APIs, browser extensions, software, tools, or any other technology, interface, or platform (collectively referred to as the "**Platform**"), Driven, operating under the corporation Kloze BV (hereinafter "**we**", "**us**", "**our**") will process certain personal data about you as a visitor or user of the Platform (hereinafter "**you(r)**") as a so-called "(data) controller".

We value your privacy and want to inform you in the most transparent way possible about our data processing activities and your rights in this respect. With this aim in mind, you will first find a brief summary of these data processing activities below, followed by more extensive information. In case of further questions, please do not hesitate to contact us.

Please note in advance that the way in which we collect and process information from and about the entities on whom we report via the Platform, can be consulted in a separate Data Collection Information Document. Please refer to this separate policy for further clarification.

To make this Driven Privacy Statement as easy as possible to consult, it is structured as follows:

- **Part A:** Summary of our Privacy Statement
- **Part B:** Contact details and information regarding this Privacy Statement
- **Part C:** What data do we process from our visitors and users, on what legal basis and for what purposes?
- **Part D:** How do we share your data?
- **Part E:** Protection, integrity and retention of your personal data
- **Part F:** Your rights and obligations
- **Part G:** Do you still have questions?

### Part A: Summary of our Privacy Statement

Driven processes different categories of personal data depending on whether you are a visitor or a user (and depending on how you use the Products) of our Platform. As a visitor, we collect your data when you provide it to us or for limited purposes in the interests of the Platform (e.g. for statistical purposes or to improve our services). As a

user, we additionally collect information in order to fulfill our agreement and to deliver our specific services and Products through the Platform you have chosen.

Information we collect is processed primarily to provide you with our Platform services and to improve our Platform. We do not use your data for any purpose that you would not reasonably expect, we do not sell your data, etc.

In principle, we do not share your data with third parties, unless we are obliged to do so or to a limited extent with our service providers who provide the necessary guarantees. We do not sell data to third parties.

Subject to certain conditions, privacy legislation grants an individual several rights (right of access, right to erasure, right to restriction, etc.). We want to facilitate the exercise of your rights and you can contact us easily in third regard. We will promptly follow up on your questions and we have organised a central point of contact for all questions regarding privacy.

## **Part B: Contact details and information regarding this Privacy Statement**

### **1. About us**

The Platform is operated by Driven (Kloze BV), with address at Montignystraat 100, 2018 Antwerpen, Belgium, and with company / VAT number (BE)1006.761.119.

Any questions or comments can be sent by post to this address or by e-mail to [hello@driven.work](mailto:hello@driven.work). All questions regarding privacy or your personal data will be directed to our central point of contact for this purpose. We will do our utmost best to answer you as soon as possible.

### **2. Information about this Privacy Statement**

This Privacy Statement informs you about how we collect and process your personal data when you visit and use our Platform, and this depending on how you use our Platform (in its various forms). Your privacy and the protection of your personal data are of utmost importance to us. In doing so, our company, acting as a so-called "(data) controller" (unless otherwise indicated), will respect Belgian law (in particular the Law of 30 July 2018 on the processing of personal data), as well as the European General Data Protection Regulation 2016/679 of 27 April 2016 (also referred to as the "GDPR" (Regulation)).

The present Privacy Statement should be read together with our Terms of Use (in which we explain to you under which conditions you may access and use our

Platform and Products), our Cookie Statement (in which we explain to you how we use cookies on the Platform, and for what purposes) and where relevant, our Data Processing Agreement (which informs you about the data we collect from and about you as a customer, acting as a processor, and the purposes for which we collect it). The Terms of Use, the Privacy Statement, the Cookie Statement and the Data Processing Agreement (where relevant) form a binding agreement between you and our company, and are collectively referred to as the "**Terms**".

The Terms apply throughout your visit to and use of the Platform and by using the Platform you agree to the processing activities described in this Privacy Statement.

Please read the Terms carefully and make sure you understand them before using the Platform or our Products. The Terms contain important clauses. In the event that you do not understand or agree with the Terms, please refrain from further accessing or using our Platform and/or Products and contact us at the above contact details.

By using the Platform and/or our Products, you confirm that you have read, understood and accepted the Terms. On some occasions, you will also be asked to explicitly accept the Terms. In doing so, you expressly agree that checking a box counts as your informed, specific, free and full consent such as a signature to agree to contractual documents.

In any event, we recommend that you keep a copy of this Privacy Statement for your records.

We may amend this Privacy Statement from time to time. When you use the Platform, the latest version of the Privacy Statement will always apply. We therefore recommend that you check the Privacy Statement regularly. You will always find the latest revision date at the bottom of the document.

## **Part C: What data do we process from our visitors and users, on what legal basis and for what purposes?**

### **3. What data do we collect from our visitors and users, and for what purposes is this data used?**

When you visit and use our Platform, different types of information are collected and used for different purposes. Below you will find an overview of these as well as the legal basis for processing these data.

You should distinguish between the case where you only visit our Platform, and the case where you use our Platform as a registered user. Of course, the relevant data will only be processed if you fall within one or the other category, and also only if you make use of certain functions as described below.

#### **Data we process when you visit our Platform**

**1. For some processing activities, you have given your consent when you visit our Platform.** In certain circumstances, you may voluntarily provide information yourself, for example to request information.

For example, you can contact us via the Platform. In doing so, you can provide the information you require, which we will then of course have to process in order to follow up on your request and possibly act upon the information you have provided us with. Self-evidently, you are under no obligation to contact us.

You can also voluntarily subscribe to our newsletter. In order to do so, you must give your consent by entering your e-mail address. You can unsubscribe at any time. This can also be done on simple request by e-mail or at the bottom of each mailing by using the "opt out" option. Again, we do not oblige anyone to subscribe to our newsletter but if you do, we will process your personal data to follow up on this and to keep you in our customer file.

Your consent may also be requested for the processing of certain data in the context of the organisation of additional promotional activities, in which case it is up to you whether you wish to take part.

You can also apply for open positions via our Platform. In doing so, we will ask you to fill in certain data and send it to us. This data is only stored for the purpose of your application. If you come on board with us, then the agreements for our collaborators apply; if not, then we delete your data after the end of the application rounds.

We also allow visitors to update or supplement information relating to a particular entity on which information is made available on the Platform. When doing so, we will check whether you are sufficiently affiliated with this entity and, to this end, we will ask you to provide certain information (such as your full name, e-mail and information about your link to the entity in question).

**2. We may carry out some processing activities in the legitimate interest of the company.** In some cases, the processing of personal data is not required by a legal obligation, nor based on our agreement, nor has consent been given, but we nevertheless believe that we have a legitimate interest in processing your personal data.

Thus, when you visit our Platform, or when you use our Products through a Platform (such as, for example, an API, Extension, etc.), we naturally collect general and statistical information (for example, your IP address, date, time and duration of your visit, pages visited and webpage from which you access the Platform) regarding the use of our Products and the Platform. The purpose of collecting this information is to detect errors, defects and bugs in our Products, but also to optimise the use and/or

the performance of our Platform and Products and to generate aggregate and statistical information about such use. We may also use this information to improve communication with our visitors and users, as well as to analyze usage patterns and trends, and to ensure that the (specific) Platform functions properly on different devices and browsers. To the extent that this information is collected through the use of cookies and other tracking technologies, please refer again to our Cookie Statement.

We ensure that this data has the least possible impact on your privacy and take all necessary measures to protect your data.

In addition, we may log certain activities of our visitors and users for evidentiary purposes and to detect and resolve any problems that may arise, in accordance with what is described in the Terms of Use.

### **Data that we process when you are a user of our Platform**

You can register for free on our Platform by entering the details of one of your online accounts (LinkedIn, Google or Microsoft), or through the specific activation and/or installation of the relevant Platform through which you access our Products (such as subscribing to a paid plan, installing an API, using an integration, installing a browser extension, etc.). By doing so, you create your own account on or access rights to our Platform (hereinafter collectively referred to as your "**Driven Account**"). In all these cases, we consider you as a user of our Platform and we process certain information about you. These are described below.

### **We have to carry out some of the processing of your data because it is necessary for the performance of our contract.**

**Registration on the Platform** – As mentioned, you can register on our Platform and create a Driven Account by logging in to one of your online accounts. This is not compulsory, but if you do so we will receive and process data to allow you to create and manage a Driven Account on our Platform. This includes the following data:

- You log in with your LinkedIn profile: first name and surname, email address, your profile picture, avatar url, LinkedIn id, country, language, browser data, IP address
- You sign in with your profile via Google: first name and surname, e-mail address, your profile picture, avatar url, organisation data, Google ID, country, language, browser data, IP address
- You sign in with your profile via Microsoft: first name and surname, user name, e-mail address(es), phone number, job title, company location, your profile picture, avatar url, Microsoft ID, country, language, browser data, IP address

Please note that the online account you use to create your Driven Account also has its own terms of use and privacy provisions, which you acknowledge to have read and accepted.

Once your Driven Account is created, we naturally also process the data linked to that Driven Account (such as your (recent) searches, search history, favourites and entities you follow, etc.), so that you can make use of the functionalities offered on the Platform.

**Paying subscription** – If you take out a paying subscription, we will ask you (in addition) to enter a number of details, such as payment method and billing details. These details are passed on to a third party who facilitates the payment of your subscription on our behalf. We need and use this information to start and track your subscription, to enable billing and to follow up with you as a customer and to perform customer management.

**Information about the Platform** – If you are a user of our Platform, we also use your data to send you important information from or about the Platform. This information can be categorised as follows:

- **Commercial information:** As our existing customer, we add you to our list to receive newsletters and other interesting facts about our company and our Platform. You can unsubscribe at any time. You can do so upon simple request by email or at the bottom of each mailing by using the "opt out" option.
- **Product information:** These are purely functional messages linked to the operation of the Platform. For example: if you add a team member to your team, we will of course send you a confirmation by email. You cannot unsubscribe from these messages as they are necessary for the Platform to function properly.
- **Notifications:** These are messages about things that you have indicated may be of interest to you (for example, an update on a company that interests you). You can also deactivate receiving these messages.

You can easily configure whether or not you want to receive these messages through your Driven Account, or by clicking the "opt out" link in the relevant notifications. We allow you to easily choose which messages you do and do not want to receive (with the exception of product information).

**Browser Extensions** – We offer our customers the option to use a browser extension (the "**Extension**"). The Extension is generally a tool that extends the

functionalities of the Platform to your browser, allowing you to efficiently use our Products. When you use the Extension, we collect some data, including:

- Internet traffic and browser activity: The Extension may monitor the internet traffic routed through your browser. This includes data such as visited web pages (URLs), click behavior, search queries, and other interactions with websites you visit.
- Technical data: We collect information about your device and browser, such as device type, operating system, browser version, and IP address.
- Cookies and tracking technologies: The Extension may use cookies and other tracking technologies to store preferences and improve the user experience.

The collected data is used to provide the Product you have requested. It is not intended to sell or share this data with third parties, as outlined in this statement.

**In general** – Without the processing of the above data, the execution of the agreement is not possible (except where you can opt out from receiving messages) and you hereby explicitly confirm that these processing activities fall within the scope of the agreement and services desired by you.

**For some processing operations, you have given your consent yourself.** In this respect we refer to point 3.1(a) above, which of course also applies to our users. As a user, you may also sign up for certain offers that are only open to our users.

**Some processing may be carried out in the legitimate interest of the company.** In this respect, we refer to point 3.1(b) above, which of course also applies to our users.

#### **Part D: How do we share your data?**

##### **4. What data do we share with third parties?**

We want to protect your privacy as much as possible. To that end, we will limit the sharing of your data with third parties to a minimum as follows.

Our company has contractual agreements in place that restrict access to personal data to those persons who need to access it because of their job or role within the company. In addition, we have internal guidelines within our company that relate to the security and confidentiality of data, including your personal data.

In addition, as a general rule, we never transfer the personal data obtained to third parties other than for the purpose of executing the agreement (e.g. to our payment service provider when you take out a paying subscription) and as stipulated in this privacy statement as follows:

1. With competent authorities who are authorised to request such information or to whom we have to disclose information, or when required by law or as a result of legal proceedings or court proceedings;

2. In addition, we may disclose your data if we determine that such disclosure is reasonably necessary to enforce the Terms or to protect our business or other visitors and/or users;
3. We may share your data with third-party service providers acting as "processors" on behalf of our company, for example a cloud service provider or other technology service providers to offer our Platform (and the Products offered thereupon), the provider of a CRM package, etc. - in this case, we as a company will always ensure that we have the necessary (contractual) guarantees that the service provider in question has taken appropriate measures with regard to privacy (including any transfer of data to countries outside the European Economic Area);
4. At your request, e.g. when you use Products or services that require us to share data with third parties or when you have signed up to receive newsletters from companies that our corporate group operates;
5. With companies within our corporate group, when this is necessary for the performance of the contract (e.g. customer management) or to fulfil your specific request;
6. Furthermore, you agree that we may at any time transfer or share personal data in the event of a reorganisation and/or restructuring of our business (e.g. in the event of a takeover, branch demerger, merger, split-off, investment, etc.). We do not require the consent of our visitors and users for this, but will inform them of this. In this case, we will also ensure that the acquirer or partner takes appropriate privacy measures to protect your rights as best as possible.

We do not generally intend to transfer personal data to other third persons or to countries outside the European Economic Area; however, should this occur, please refer to clause 4.2(c) above and we will ensure that appropriate and suitable safeguards are put in place. In that case you can always obtain a copy of those safeguards by writing to us using the contact details set out in section 1 above or by emailing us at [hello@driven.work](mailto:hello@driven.work).

The Platform provides various links to third party websites or platforms (e.g. social media platforms, third party and government websites, links to press articles, etc.). Please note that when you click on these links, the general terms and conditions, privacy provisions and other contractual provisions of those third parties will apply. In any event, we recommend that you read them carefully. We do not take any responsibility in this respect and you enter/use these websites and/or platforms at your own risk.

## **Section E: Protection, integrity and retention of your personal data**

## **5. Protection of personal data**

We take the security of your personal data very seriously. We protect your personal data during transmission and at rest. If your personal data is held on company premises, we use computer systems with limited access in locations with physical security measures.

When you post messages, content or business information on our Platform, any personal data and content you share (in whole or in part) is visible to other visitors and users and can be read, collected or used by them. You are solely responsible for the personal data you choose to share or display in such cases, and you warrant that you have obtained all relevant rights. For example, if you display names and e-mail addresses, this data becomes public. Please use these functions with caution.

## **6. Integrity of personal data**

We make it easy for you as a user to keep your personal information accurate, complete, and current. Simply update your information in your Driven Account.

If you want to change your data, you can always contact us (see also point 1 this Privacy Statement), via the usual contact details or through your account manager. We will always respond promptly to such inquiries.

## **7. Retention period of personal data**

We will retain your personal data for the period necessary to fulfil the purposes set out in this Privacy Statement, unless a longer retention period is required or permitted by law:

1. Data required for the execution of the contract concluded between us will be kept for as long as this contract lasts. At the end of the contract, we will retain such data for the duration of the statutory limitation period for (contractual) claims in order to keep our information up to date.
2. Data for which you have given your own consent as well as data processed on the basis of the legitimate interests of our company will be deleted periodically, taking into account the concrete circumstances and the applicable limitation periods.

## **Section F: Protection, integrity and retention of your personal data**

### **8. Your rights**

Privacy legislation sets out a number of rights which you, as an individual, can exercise under certain circumstances and conditions.

More specifically does it concern the rights as described below, which are further detailed in the relevant article of the European General Data Protection Regulation 2016/679 of 27 April 2016, also referred to as the "**GDPR**".

**Right of access:** as a data subject, you have the right to obtain from us a confirmation as to whether or not personal data concerning you are being processed and, where that is the case, to obtain access to that personal data and to accompanying information such as the purposes of the processing, the categories of personal data concerned, the recipients or categories of recipients of the personal data, the period for which the personal data are expected to be stored, your rights, any available information on the source of the data, and the existence of automated decision-making and meaningful information about the logic involved, as well as the significance and envisaged consequences of such processing for the data subject. This right is further described in Article 15 of the GDPR Regulation;

**Right to rectification:** as a data subject, you have the right to obtain from the controller (i.e. us), without undue delay, the rectification of inaccurate personal data concerning you. Subject to the purposes of the processing, as a data subject you have the right to have incomplete personal data completed, including by means of providing a supplementary statement. This right is described in Article 16 of the GDPR Regulation;

**Right to erasure:** as a data subject, you have the right to obtain from the controller (i.e. us) the erasure of personal data concerning you and we are obliged to erase personal data when, among other things, the personal data is no longer necessary in relation to the purposes, you withdraw your consent, you object to the processing in certain circumstances, the personal data has been processed unlawfully, etc. However, this right is subject to limitations, although we will always act in line with the law. This right is further described in Article 17 of the GDPR Regulation;

**Restriction of processing:** as a data subject, you have the right, within the limits set out in law, to obtain from the controller (i.e. us) the restriction of processing where one of the following applies: (a) the accuracy of the personal data is contested by you, for a period enabling us to verify the accuracy of the personal data, (b) the processing is unlawful and you oppose the erasure of the personal data and request the restriction of its use instead, (c) we no longer need the personal data for the purposes of the processing, but you need it for the establishment, exercise or defence of legal claims, (d) you have objected to the processing, pending the verification whether our legitimate grounds override those of the data subject. This right is further described in Article 18 of the GDPR Regulation;

**Right to object:** as a data subject, you have the right to object at any time, on grounds relating to your particular situation, to processing of personal data concerning you on the basis of our legitimate interests. This right may be exercised

under the conditions laid down by law. When your personal data are processed for the purposes of direct marketing, you have the right to object at any time to the processing of personal data concerning you for such marketing. This right is further described in Article 21 of the GDPR Regulation;

**Right to data portability:** as a data subject, you have the right to receive the personal data relating to you, which you have provided to us as a controller, in a structured, commonly used and machine-readable format, and you have the right to transmit such data to another controller, without hindrance from the data controller to whom the personal data have been provided, and this under the conditions set out in law (the processing is based on consent or on a contract, and the processing is carried out by automated processes). This right is further described in Article 20 of the GDPR Regulation;

Our company and its employees take all questions regarding privacy seriously and will deal with them promptly. In order to streamline this process, we ask you to email us at [hello@driven.work](mailto:hello@driven.work) when you request to exercise your rights. You may also contact us in any other way. However, we reserve the right to verify the identity of the requesting party, as we obviously need to protect the privacy of third parties as well!

Of course, you can always consult and change your data yourself by logging into your Driven Account on the Platform.

In certain cases, we may refuse requests or may first investigate further and/or request the necessary additional information, for example if these requests are very unclear or suspicious, endanger the privacy of others, are extremely impractical, etc. In doing so, we will always act in line with applicable legislation.

It is important to note that for those cases where we process your personal data on the basis of your consent (see those cases under section 3 above), you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on consent before the withdrawal.

### **9. What if you do want to file a complaint?**

If you have any complaints or questions, we will of course always prefer to try and find a solution first. We will do our utmost to achieve this.

In any event, you have the right to lodge a complaint with a supervisory authority at any time. In Belgium, the supervisory authority is the Belgian Data Protection Authority or Gegevensbeschermingsautoriteit (see [www.gegevensbeschermingsautoriteit.be](http://www.gegevensbeschermingsautoriteit.be); address: Drukpersstraat 35, 1000 Brussels; Telephone: +32 (0)2 274 48 00; E: [contact@apd-gba.be](mailto:contact@apd-gba.be)).

### **10. Your obligations**

1. The data you provide must be accurate and complete. If this is not the case, we reserve the right to suspend our services or to take any other measures we deem appropriate. Furthermore, you expressly confirm that you have obtained all necessary rights and consents to provide us with the information you send us, and you shall indemnify us for any damages resulting from any non-compliance with this obligation.
2. For the sake of completeness, we note that in some cases we act as a processor for our customers, e.g., when integrating databases. In such cases, Driven processes certain data on the instruction of the customer, and the customer acknowledges and guarantees that all necessary rights and permissions have been obtained, and all other appropriate measures have been taken to enable Driven to access the relevant customer data, and to process, supplement, or otherwise use it (as provided in the relevant Product), regardless of the nature of this data. The customer will fully indemnify, defend, and hold harmless Driven for any adverse consequences arising from a breach of this provision by the customer. These processing activities by Driven are further detailed in a separate Data Processing Agreement entered into with the customer.

## **Part G: Do you still have questions?**

### **11. Further questions?**

Tell us:

1. By post to Montignystraat 100, 2018 Antwerpen
2. By e-mail to [hello@driven.work](mailto:hello@driven.work).

All questions concerning privacy or your personal data are handled by our central point of contact.

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